

MEETING MINUTES
Virginia Career and Technical Education Advisory Committee
Richmond Airport Hotel
5501 Eubank Road
Sandston, Virginia
9 a.m. to 11:30 a.m.
June 11, 2015

Attendees

Daniel Woodley, Jane Watkins, Lynn May, Paul Willard, Frederick Norman, Allan Melton, Dr. Brenda Long, Morris Dews, Ronnie Gill, Jane Foy, Vivian Giles, Robert Mayfield, Zuzana Steen; Absent, Chad Ratliff, Karen Black, Ronnie Gill; VDOE Representatives, Lolita Hall, Anne Rowe, George Willcox; Visitors: None

Opening Remarks and Welcome—Daniel Woodley, Chair, CTE Advisory Committee

- Daniel Woodley welcomed everyone and called the meeting to order.

Public Comment

- There was no public comment

Approval of April 16, 2015, Minutes

- A motion was made to approve the minutes, and the minutes were approved.

Advisory Committee Member Roundtable

- Committee members discussed the critical demand for an academic and technically competent entry level workforce. Emphasis was placed in the unique career pathways in each of the Local Workforce Investment Areas (WIA).

George Willcox, Coordinator for Planning, Administration, and Accountability,

- Superintendent's Memos:
 - 122-15, May 15, 2015, Announcing the Occupational Safety and Health Administration (OSHA) Construction Standards (OSHA 510) and Construction Train-the-Trainer (OSHA 500) Courses
 - 123-15, May 15, 2015, Announcing Statewide Pilot Testing for the College Board's College Level Examination Program (CLEP)
 - 127-15, May 15, 2015, Nominations for 2015-2016 Career and Technical Education Curriculum Review Committees
 - 130-15, May 15, 2015, Deadline Extended - Call for Nominations for Board of Education's Advisory Committees 2015-2018 Term: State Special Education Advisory Committee; Advisory Committee for Career & Technical Education; and Advisory Committee on Adult Education & Literacy
- U.S. Department of Education (USDE) has approved the revisions to the state's Perkins plan.

- A summary of the curriculum development reviews conducted in 2014-2015 was disseminated. See attachment A.
 - In 2014-2015, 28 business teams met, 32 teacher teams and four combination teams met to revise courses.
- Planned for 2015-2016:
 - 25 business teams, 34 teacher teams, and six combination teams will meet. Distributed a list of courses to be reviewed for 2015-16 and asked the Advisory Committee for recommendations for business/industry participants on teams.
 - Cyber security research and development publication paper under development.
- College Level Examination Program (CLEP) courses will be expanded into marketing education for 2015-2016.
- Microsoft IT Academy funding will be broaden to allow school divisions to continue participation in the statewide group purchase of Microsoft IT produces or purchase IT products independently.

Follow-up to Analyzing Virginia Labor Market Data

Annie Rorem, Demographics Research Group, Weldon Cooper Center for Public Service, University of Virginia

- Completed the research and development pertaining to how labor market data (local and national) can be analyzed and used for continuous improvement of CTE programs to meet workforce needs.
- Advisory committee reviewed the draft VDOE cover memo pertaining to the state advisory committee letter for tip's and recommendations for aligning secondary career and technical education with Virginia's labor market needs, and information about the top 15 businesses in each region and Local Workforce Investment Area (LWIA).

Legislative Update

Dr. Brenda Long, Virginia ACTE Liaison, reported the following:

- Continuing to monitor 2015 General Assembly legislation pertaining to secondary and postsecondary bills and other CTE-impacted policies and regulations.
- The CTE Issues and Solutions document and the Facts and Student Success highlights publication will be available for distribution in October 2015.
- Advisory committee members were encouraged to attend the Virginia ACTE Leadership Development Seminar, January 21-22, 2016, Richmond, Virginia.

Adjournment

Daniel Woodley encouraged advisory committee members to attend the Creating Excellence Awards Luncheon and adjourned the meeting at 11:45 a.m.

The next meeting will be held October 29, 2015, at the CTE Resource Center, Henrico, Virginia.

Curriculum Development and Review Teams 2014-2015

Meeting Start Dates	Meeting End Dates	CTE Course Title	Course Code	Primary Cluster	VDOE Specialist	CTERC Writer	Type of Meeting	Meeting Method
August								
8/25/2014	9/8/2014	Introduction to Agriscience (MS) AND Agriscience Exploration AND Agriscience & Technology	8002 8003 8004	Agriculture, Food and Natural Resources	Anne Rowe	Karen	Business Panel	Electronic
September								
9/8/2014	9/19/2014	Forestry Management AND Forestry Management, Advanced (currently Task List only)	8042 8044	Agriculture, Food and Natural Resources	Anne Rowe	Karen	Business Panel	Electronic
9/9/2014	9/30/2014	Manufacturing Systems I and II	8425 (36), 8426 (18), 8427	Manufacturing	Lynn Basham	Kevin	Business Panel	Electronic
9/16/2014	10/7/2014	Advanced Drawing and Design	8438	Arts, Audio/Video Technology and Communications	Lynn Basham	Robin	Business Panel	Electronic
9/22/2014	9/22/2014	Family and Consumer Science Exploratory I, II, and III	8204 (6), 8206 (9), 8207 (12), 8208 (18), 8260 (6), 8261 (9), 8262 (12), 8263 (18), 8241 (6), 8242 (9), 8243 (12), 8244 (18), 8245 (36)	Human Services	Helen Fuqua	Kevin	Business Panel	Face-to-Face
9/22/2014	10/7/2014	Masonry I, II, III	8512, 8513, 8514	Architecture and Construction	Anne Rowe	Taylor	Business Panel	Electronic
9/23/2014	10/14/2014	Engineering Practicum	8453	Science, Technology, Engineering, & Math	Lynn Basham	Robin	Business Panel	Electronic
9/23/2014	11/4/2014	Emergency Medical Responder AND Emergency Medical Dispatcher	Need code	Health Science	Michele Green-Wright	Karen	Business Panel/Teacher Panel	Combination (F2F, then Electronic)
9/25/2014	11/13/2014	Home Health Aide	8364	Health Science	Michele Green-Wright	Robin	Business Panel	V/E (Virtual, then Electronic)
9/29/2014	9/29/2014	Introduction to Early Childhood Education	8233 (18), 8234 (36)	Education and Training	Helen Fuqua	Robin	Business Panel	Face-to-Face
9/30/2014	9/30/2014	Marketing Management	8132	Marketing	Sharon Acuff	Kevin	Business Panel	Face-to-Face
9/30/2014	10/31/2014	Patient Care Technician	Need code	Health Science	Michele Green-Wright	Karen	Business Panel/Teacher Panel	Combination (F2F, then Electronic)
October								
10/1/2014	10/2/2014	Workplace Readiness Skills for the Commonwealth			George R. Willcox			Face-to-Face
10/2/2014	10/2/2014	Nurse Aide I, II	8360, 8362	Health Science	Michele Green-Wright	Kevin	Business Panel	Face-to-Face
10/2/2014	10/16/2014	Auto Body Repair I, II, III AND Auto Body Technology I, II, III	8679, 8680, 8681 8676, 8677, 8678	Transportation, Distribution and Logistics	Anne Rowe	Robin	Business Panel	Electronic
10/6/2014	11/17/2014	Medical Terminology	8383	Health Science	Michele Green-Wright	Taylor	Business Panel	Electronic
10/7/2014	11/4/2014	Economics and Personal Finance AND Finance	6120, 6121	Finance	Judy Sams	Kevin	Business Panel	Electronic
10/9/2014	11/6/2014	Power and Transportation	8444 (18), 8445 (36)	Transportation, Distribution and Logistics	Lynn Basham	Robin	Business Panel	Electronic
10/14/2014	10/14/2014	Fashion Marketing AND Advanced Fashion Marketing	8140, 8145	Marketing	Sharon Acuff	Robin	Business Panel	Face-to-Face
10/14/2014	10/28/2014	Graphic Imaging Technology I, II	8660, 8661, 8662	Arts, Audio/Video Technology and Communications	Anne Rowe	Taylor	Business Panel	Electronic
10/20/2014	10/21/2014	Family and Consumer Science Exploratory I, II, and III	8204 (6), 8206 (9), 8207 (12), 8208 (18), 8260 (6), 8261 (9), 8262 (12), 8263 (18), 8241 (6), 8242 (9), 8243 (12), 8244 (18), 8245 (36)	Human Services	Helen Fuqua	Kevin	Teacher Panel	Face-to-Face
10/21/2014	11/18/2014	Technology Assessment/Technology Transfer	8404 (18), 8405 (36)	Science, Technology, Engineering, & Math	Lynn Basham	Taylor	Business Panel	Electronic
10/21/2014	11/21/2014	Pharmacy Tech I, II	8305, 8306	Health Science	Michele Green-Wright	Karen	Business Panel/Teacher Panel	Combination (F2F, then Electronic)
10/21/2014	10/21/2014	Masonry I, II, III	8512, 8513, 8514	Architecture and Construction	Anne Rowe	Taylor	Teacher Panel	Face-to-Face
10/23/2014	11/14/2014	Physical/Occupational Therapy II	Need code	Health Science	Michele Green-Wright	Karen	Business Panel/Teacher Panel	Combination (F2F, then Electronic)
10/23/2014	11/6/2014	Outdoor Recreation (currently Task List only)	8043	Agriculture, Food and Natural Resources	Anne Rowe	Kevin	Business Panel	Electronic
10/27/2014	11/24/2014	Introduction to Early Childhood Education	8233 (18), 8234 (36)	Education and Training	Helen Fuqua	Robin	Teacher Panel	V/E (Virtual, then Electronic)
10/27/2014	10/28/2014	Manufacturing Systems I and II	8425 (36), 8426 (18)	Manufacturing	Lynn Basham	Kevin	Teacher Panel	Face-to-Face
10/28/2014	10/28/2014	Travel and Tourism AND Advanced Travel and Tourism	8165, 8167	Hospitality and Tourism	Sharon Acuff	Robin	Business Panel	Face-to-Face
10/30/2014	10/30/2014	Auto Body Repair I, II, III AND Auto Body Technology I, II, III	8679, 8680, 8681 8676, 8677, 8678	Transportation, Distribution and Logistics	Anne Rowe	Robin	Teacher Panel	Face-to-Face
November								
11/3/2014	1/9/2015	Marketing Management	8132	Marketing	Sharon Acuff	Kevin	Teacher Panel	V/E (Virtual, then Electronic)
11/4/2014	12/9/2014	Advanced Drawing and Design	8438	Arts, Audio/Video Technology and Communications	Lynn Basham	Robin	Teacher Panel	V/E (Virtual, then Electronic)
11/6/2014	11/6/2014	Nurse Aide I, II	8360, 8362	Health Science	Michele Green-Wright	Kevin	Teacher Panel	Face-to-Face
11/10/2014	12/8/2014	Engineering Practicum	8453	Science, Technology, Engineering, & Math	Lynn Basham	Robin	Teacher Panel	V/E (Virtual, then Electronic)
11/10/2014	11/25/2014	Introduction to Agriscience (MS) AND Agriscience Exploration AND Agriscience & Technology	8002 8003 8004	Agriculture, Food and Natural Resources	Anne Rowe	Karen	Teacher Panel	Combination (F2F, then Electronic)

